



"People
helping people
help
themselves"

Mitchell E. Daniels, Jr., Governor
State of Indiana

DIVISION OF DISABILITY & REHABILITATIVE SERVICES
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To: Providers and stakeholders who support individuals with disabilities in Indiana
From: Peter Bisbecos, Director, Division of Disability and Rehabilitative Services
Re: **Requirements regarding the Invoicing Tool**
Date: December 17, 2009

Reminder: Friday, March 13, 2009 the Indiana Family and Social Services Administration's (FSSA) Division of Disability and Rehabilitative Services (DDRS) suspended the rollout of the Objective Assessment System for Individual Supports (OASIS). The release of allocations under OASIS remains under temporary suspension until further notice and information will continue to be released as it becomes available.

The Division of Disability and Rehabilitative Services (DDRS) is pleased to announce that after ongoing and extensive review and analysis, we have made much progress toward building confidence in our system. Moving forward, we will continue testing and reviewing data and consumer outcomes. Our processes are subject to change based upon the results of these reviews.

Effective January 1, 2010, the following system changes will be in place:

- Previously, the use of the Invoicing Tool was mandatory for determining the amount to bill when consumers are sharing staff for Residential Habilitation Services (RHS). **The use of the Invoicing Tool is being discontinued and will no longer be available.**
- **HP (formerly EDS) will enforce the requirement that units billed must align with the assigned rate.** For Example, an individual receives 12 hours a day, 7 days per week and the provider bills on a monthly basis (in a 31 day month). In this situation, the units billed would be 372. Simply stated: 12 hours x 31 days = 372 units.



As DDRS continues to monitor the billing practices of our service providers, we reserve the right to reinstate the use of the Invoicing Tool or a similar tool in the future.

HELP LINE RESOURCES

If you have any questions, please contact us through one of the resources listed below.

General questions or concerns regarding the Invoicing Tool, billing, or uniform rates:

OASIS-ICAP Help Lines: (317) 234-5222 or 1-888-527-0008

Email: OASIS-ICAPHelp@fssa.in.gov

DDRS Website: www.ddrs.IN.gov

OASIS Bulletin Archive: <http://www.in.gov/fssa/ddrs/3350.htm>

Consumer specific questions or concerns regarding the annual renewal process:

IPMG Toll Free Phone: 1-866-672-4764, extension 261

Website: www.gotoipmg.com

Thank you.

Reference #: BD20091217